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<b>TRANSMITTAL SLIP</b>		<b>DATE</b> 4/22
<b>TO:</b> Col ODP Dir / Staff Chaps		
<b>ROOM NO.</b>	<b>BUILDING</b>	
<b>REMARKS:</b>  IBM has reserved ten spaces for ODP in this Forum. Those who have attended IBM's Project Management Course may find this Forum repetitions. Please give <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> the names of those who want to attend by 1 May. We will confirm reservations by 5 May.  <div style="border: 1px solid black; width: 200px; height: 40px; margin: 20px auto;"></div>		
<b>FROM:</b>		
<b>ROOM NO.</b>	<b>BUILDING</b>	<b>EXTENSION</b>

FORM NO. 711

REPLACES FORM 711

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FEDERAL FORUM

IBM Presents: Project Management

Date and time: Friday, May 9, 1980  
9:00 a.m. (Coffee - 8:30 a.m.) to 3:30 p.m.

Location: IBM Corporation Auditorium  
18100 Frederick Pike, Gaithersburg, Maryland

The Federal Forum is designed to provide information on topics of value to government managers, senior staff professionals and technical advisors.

We are pleased to present this one-day seminar for managers who are required to apply project management and control techniques in all of their daily activities. In light of the President's emphasis on efficient management, you will be particularly interested in learning about better methods to plan, schedule and control your projects. You can obtain a basic knowledge of some key concepts and tools by attending this Forum.

The seminar is divided into three parts:

- ° History of project management . . . project planning  
utilizing networking techniques . . . resource allocation  
and scheduling . . . cost management
- ° Tools that assist in project management . . .  
introduction to product features
- ° Sample project . . . application of techniques . . .  
effect of each on results

The Forum will be conducted by Dr. P. V. Norden, IBM Industry Administrator, who has extensive experience in the development and use of project management systems. We believe that the session will be exceptionally useful to those managers who are facing development projects, the installation of new equipment/facilities, publications schedules and the like.

The seminar is offered without charge. Please enroll through your IBM Marketing Representative.